

COLUMBIA SCHOOL DISTRICT

GOOGLE CHROMEBOOKS ACCESSORIES AND SERVICES

BID SPECIFICATIONS AND CONDITIONS

INTENT:

The Columbia School District wishes to receive bids for Google Chromebooks to be used in an educational setting. The specifications described within are designed to provide electronics for use as an educational aid. It is *not* the intent of this specification to “write out” any vendor.

GENERAL TERMS:

All equipment furnished under this contract shall be new not used. Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the body trade in design, quality of material and workmanship. Assemblies, sub-assemblies and component parts shall be standard and interchangeable throughout the entire quantity of units as specified in this invitation to submit a quote.

GUARANTEE:

All units shall be covered by an extended warranty which includes unlimited accidental damage coverage.

QUOTATION:

Vendors shall complete every item on pages 4 – 7 of this document. In the case of the Yes/No questions, vendors must check either “YES” or “NO” in the boxes to the right of the question. If the vendor checks “NO” for any item, it is the responsibility of the vendor to include a detailed explanation of why they do not meet the specifications. For the open questions, the vendor must place the answer to the question in the box to the right of the question.

DELIVERY:

Delivery shall be Freight on Board with liftgate provided by the shipper.

BID TIMELINE:

Submission Response Deadline	Tuesday August 18, 2020 10:00 AM CDT
Reverse Auction	Wednesday August 19, 2020 10:00 AM CDT

INQUIRES

All inquiries regarding this RFP must be done via Email: amcgowan@columbiaschools.org

If a vendor does not receive a response within 48 hours, it is the responsibility of the vendor to call ALEISE MCGOWAN at 601-736-9164 x134 to confirm that the email message was received. Leave a message if necessary.

All Questions and Answers will be posted in the Q&A Section of the Quote Web Site at <https://bit.ly/2CwDMmB>

VENDOR REGISTRATION/INTENT TO BID

Vendors who are interested in bidding, must register their intent to bid at the following URL: <https://forms.gle/K7kyWNomcR7Wm7UW6>

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PLEASE COMPLETE THE FOLLOWING.

The purpose for intent to bid is to make sure all interested bidders receive instructions for reverse auction procedure. Updates to the RFP will be posted on the bid website at the following URL:
<https://bit.ly/2WFlzKj>

PROPOSAL SUBMISSION

Pages 4 - 7 of this document must be submitted in a sealed envelope clearly marked “**COLUMBIA SCHOOL DISTRICT CHROMEBOOK BID 2020-2021**” no later than 10:00 AM Tuesday, August 18, 2020 (CST). Proposals will be evaluated to ensure they meet bid specifications. Vendors will be notified of any issues detected at the time of review. Vendors submitting proposals for multiple Chromebook models must submit full proposals for each model.

Proposals may also be submitted electronically by email to: amcgowan@columbiaschools.org. Emails must be sent no later than 10:00 AM Tuesday, April 18, 2020 (CST) marked “**COLUMBIA SCHOOL DISTRICT CHROMEBOOK BID 2020-21**” in the subject.

BID SUBMISSION:

Bid submission will be via reverse auction at no cost to the bidder, in accordance with Mississippi Reverse Auction laws. The auction will begin at 10:00 AM Central Time, on Wednesday, August 19th, 2020 (CST). This will be conducted via a Zoom Meeting. The Zoom Meeting moderator during the reverse auction will be located in the Board room of the Columbia School District Central Office at 613 Wildcat Way, in Columbia, MS. The public is invited to attend.

General instructions for use of Zoom for this purpose can be found on the Bid Information site noted above. There will be a trial bid held the day before the actual bid to ensure all bidders can access the system and bid. All vendors who have registered their intent to bid will receive an invitation to the trial and the bid meeting with complete access instructions on the day before the bid. Bidders may also attend the reverse auction in person and may call out their bid to the meeting host. Bids will be received through the chat function. A timer of 5 minutes will be started after each bid is received. The auction will last at least 15 minutes. If the timer is running when 15 minutes have elapsed then the auction will continue until the timer expires after the final bid is placed. If the timer has expired when 15 minutes have elapsed, then the auction will be complete.

At the time of bidding, bidders will give 5 numbers for each bid all on a per unit basis. They will be in the form as follows:

Chromebook (Unit): \$xxx.xx

3 Year Extended Warranty (Unit): \$xx.xx

4 Year Extended Warranty (Unit):\$xx.xx

Chrome Management Console Licenses (Unit): \$xx.xx

White Glove Process (Unit): xx.xx

All bids will be seen by everyone in the Zoom Meeting, including other bidders, throughout the auction.

VENDOR REQUIREMENTS:

All proposals must include pages 4-7 of this document.

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CHROMEBOOKS SPECIFICATIONS:

This RFP is for the purchase of the equipment and services described below.

Qty 1,100 Dell 3100, Lenovo 100e G2 Chromebooks, or equivalent

- AMD 7th Gen A4 class, Intel N4000 or equivalent CPU
- 720p webcam and microphone
- 11.6 Display HD (1366 x 768) anti-glare Non-touch Screen
- 4 GB DDR4 RAM
- 32 GB eMMC
- Wi-Fi 802.11AC
- Headphone Jack
- 8+ hour battery
- Micro SD card reader
- Google auto update expiration date must be June 2026 or later

Separate Line Items

- 3 and 4 Year Extended Warranty including unlimited accidental damage coverage. Both options must be bid. The district will choose the appropriate option based on pricing.

Warranty Requirements

- Warranty provider must have an option for free shipment of warranty repair devices both to and from the repair facility.
 - Warranty work must be done by a service provider authorized by the manufacturer of the proposed devices.
- Rugged tamper resistant protective cases or covers for both top and bottom of the device and allows users to access all ports and jacks. All asset tags and items applied to the Chromebooks must be visible through the case. Cases must also protect against drops to hard surfaces from 30 inches or lower.
 - 1,100 Chrome Management Console Licenses
 - White Glove Process

White Glove Requirements

- Device Enrollment into the Chrome Management Console to District Domain
- Update O/S to most current version
- Apply Asset tags provided by the Columbia School District to the bottom of the devices
- Provide an Excel file of the device Serial Number and Corresponding Asset Tag.
- Green packaging shipping methods where devices are removed from the original boxes, white glove processed then shipped in boxes with several devices in each box. Number per box does not matter.

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QUOTE WORKSHEET:

YES NO

What is the model number of the proposed Chromebook?

Are Chrome Management Console Licenses be included in the proposal?

☐
☐

What is the brand and model number of the CPU of your proposed Chromebook?

Is the display 11.6" HD (1366 x 768) anti-glare?

☐
☐

Is the WiFi Radio Dual Band Wireless-AC 7265 802.11a/b/g/n/ac (2x2)?

☐
☐

In GB, what is the storage capacity of the proposed Chromebook?

Is the RAM capacity 4 GB?

☐
☐

Does the proposal include White Glove Service?

☐
☐

Does the proposed White Glove Service include device enrollment into the Columbia School District's Google Management Console for the district's domain?

☐
☐

Does the proposed White Glove Service include updating all devices to the latest Chrome OS version?

☐
☐

Does the proposed White Glove Service include applying CSD Asset Tags to the devices on the bottom of the device in such a way that it can be seen through the protective case?

☐
☐

Does the proposed White Glove Service include providing the district with an Excel file of all device serial numbers and the corresponding CSD Asset Tag?

☐
☐

Does the proposed White Glove Service include installation of the clam shell device protection onto the devices?

☐
☐

Does the proposed White Glove Service include green packaging such that devices are shipped in multiple device boxes and not in the original manufacture's boxes.

☐
☐

Approximately how many Chromebooks are in a typical green packaging box?

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	YES	NO
Does the proposal include a 3 and 4 year warranty option that includes unlimited accidental damage coverage?	<input type="checkbox"/>	<input type="checkbox"/>
Will the proposed warranty provider have an option for free shipping both to and from the repair center throughout the warranty period?	<input type="checkbox"/>	<input type="checkbox"/>
Will the proposed warranty service be provided by a by a service provider authorized by the manufacturer of the proposed devices.?	<input type="checkbox"/>	<input type="checkbox"/>
Does the proposal include clip on device protection that will allow the CSD Asset Tag to be seen through the case?	<input type="checkbox"/>	<input type="checkbox"/>

WARRANTY:

In the space below (or on an attached document), describe your manufacturer warranty and who provides the warranty service:

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PLEASE COMPLETE THE FOLLOWING.

CONTACT INFORMATION:

Company Name: _____

Years in Business: _____

Contact Name: _____

Title: _____

Business Address: _____

City, State, Zip Code: _____

Email: _____

Office Number: _____

Mobile Number: _____

Signature: _____

Date: _____

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PLEASE COMPLETE THE FOLLOWING.

References:

#1

Company Name	
Contact Name	
Contact Email Address	
Contact Phone Number	

#2

Company Name	
Contact Name	
Contact Email Address	
Contact Phone Number	

#3

Company Name	
Contact Name	
Contact Email Address	
Contact Phone Number	